# Virginia Wireless E-911 Services Board
## Project Management Monthly Activity Report

Vendor: Robert Kimball & Associa
Region/Locality:   Skyline Region
Period:   10/02/02 - 10/25/02

| Activity Report | | | | | |
|---|---|---|---|---|---|
| **Task** | **Locality** | **% Complete** | **Total Hours** | **Hours this period** | **Comments** |
| Active Tasks | | | | | |
| PSAP Planning | | 40% | 50.50 | 50.50 | See attached comment sheet for all tasks |
| PSAP Assessments | | 70% | 56.00 | 56.00 | |
| Funding Request/True Up Assistance | | 25% | 7.50 | 7.50 | |
| LEC/WSP Liaison | | 35% | 40.70 | 40.70 | |
| Installation Oversight | | 0% | 0.00 | 0.00 | |
| Cut-Over Assistance | | 0% | 0.00 | 0.00 | |
| System Implementation | | 5% | 4.00 | 4.00 | |
| Mapping/GIS Assistance | | 5% | 9.75 | 9.75 | |
| Project Reporting | | 10% | 30.00 | 30.00 | |
| Training | | 0% | 0.00 | 0.00 | |
| Acceptance Testing | | 0% | 0.00 | 0.00 | |
| | | | 198.45 | 198.45 | |
| Completed Tasks | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | 0 | 0 | |

| Issues of Importance | | |
|---|---|---|
| **Issue** | **Actions Proposed to Resolve Issue** | **Comments** |
| Project management for this firm was not approved until the last week of Sept 2002. This is the first report for the Skyline Region. | This is not a problem, but are proceeding forward to keep pace surrounding regions. | PLEASE SEE ATTACHED COMMENT SHEET FOR ALL TASKS |
| The entire region is anxious to move forward. All PSAP managers are eager and express a sincere interest in deployment of Wireless. | Have moved at an accelerated speed to assess each PSAP and begin to put a project plan into place for each. | |

**Comments For Specific Activities**

- **PSAP Planning**
  - Worked with each PSAP on initial development of Phase I final deployment plan; developed draft plan for each.

- **PSAP Assessments**
  - Made initial site visit to each PSAP.
  - Performed CPE and PSAP assessment.
  - Entered respective information into database to create initial report. Reviewed each for accuracy; made appropriate revisions.
  - Contacted Motorola regarding their CentraLink CPE product; 2 of 6 PSAPs are currently using this equipment. Related information attached.
  - Contacted Verizon regarding update of call reporting software for 1of 6 PSAPs
  - Determined there is no consistency for "all busy" and/or "no answer" scenarios for PSAPs. Need to discuss options with each PSAP and put plan into place. One issue of concern is that Waynesboro's calls roll to the VSP.
  - Determined the ability of each PSAP's CPE to accept/not accept wireless calls.
  - Worked with 1 PSAP in regard to concerns of appropriate staffing. PSAP wants to assure adequate personnel is available to process incoming wireless calls.

- **Funding/True-Up Assistance**
  - Reviewed funding requests with all PSAPs.
  - Worked with 1 of 6 PSAPs for completion of submission.
  - Worked with 2 of 6 PSAPs to gather information to be submitted in near future.

- **LEC/WSP Liaison**
  - Contacted all WSP's and LEC to ensure that they were aware of status of the PSAP's on Phase I implementation.
  - Planned and facilitated meeting with nTelos as LEC for 1 PSAP to develop deployment plan and discuss trunking issues.
  - Contacted Verizon and Sprint to discuss deployment plans for respective PSAPs.
  - Coordinated the beginning of Phase I testing with all PSAPs. One WSP is still doing testing without notifying PSAP or LRK. This is a major issue for the PSAP.
  - Requested and began gathering routing and tower information for use with WSP coverage coordination.
  - Investigated the issue of one PSAP receiving wireless call from a carrier not licensed in Virginia (Devon).

- **System Implementation/Cut-Over Assistance**
  - Assessed all PSAPs to ensure that CPE was ready to receive Phase I information from the LEC
  - Prepared individual assessment/status reports for each PSAP.

- o   Determined issues concerning one PSAP moving to a new facility This will be a balancing act to assure that everything goes smoothly and all pertinent issues are identified and addressed prior to the move.

- **Project Reporting**
    - o   Prepared and distributed minutes from meeting w/nTelos. Copy attached.
    - o   Collected information and prepared monthly status report for Board.
    - o   Coordinated efforts for posting of information on "Buzz-Saw" information website for all PSAPs.

- **Mapping/GIS Assistance**
    - o   Worked with PSAPs to determine mapping and GIS needs. Preliminary information in place.
    - o   Contacted vendors for information concerning mapping solutions and compatibility.